

**STATE OF MICHIGAN**  
Department of Civil Service  
**OFFICE OF TECHNICAL COMPLAINTS**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
FAX (517) 241-7655

**Review the instructions  
on the reverse side before  
completing this form.**

## TECHNICAL QUALIFICATION COMPLAINT

### Part A —

<b>COMPLAINANT'S NAME</b> (Last, First, and Middle Initial)			<b>DATE DUE TO CIVIL SERVICE</b>
<b>HOME ADDRESS</b>			<b>DATE MAILED</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>TELEPHONE</b> (8 a.m. – 5 p.m.)
<b>E-MAIL ADDRESS</b>			

### Part B — TECHNICAL QUALIFICATION DECISION BEING QUESTIONED

### Part C — REASONS WHY THE TECHNICAL DECISION IS INCORRECT (Attach additional sheets if necessary.)

### Part D — DESIRED OUTCOME OF THIS COMPLAINT

### Part E — SIGNATURE OF COMPLAINANT (See note below.)

**DATE**

**NAME, ADDRESS, AND E-MAIL ADDRESS OF COMPLAINANT'S REPRESENTATIVE (IF ANY)**

**NOTE:** Keep a copy of this for your files and forward the original to Civil Service, using the above address.

## INSTRUCTIONS FOR COMPLETION OF THE TECHNICAL QUALIFICATION COMPLAINT

**Deadlines and Extensions** — For your complaint to be timely, **this completed form must be received by the Department of Civil Service within fourteen calendar days after the mailing date of the technical qualification decision.** The Technical Review Officer will reject a late request. A request for an extension of time for filing your complaint must be made by contacting the Office of Technical Complaints, at Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909, prior to expiration of the complaint period.

**Complete the form as indicated in the steps below:**

1. **Part A** — Complete this section with the information requested.
2. **Part B** — Complete this section specifically identifying the qualification decision or action you wish to question.
3. **Part C** — Complete this section, fully explaining why you believe the decision or action is improper. Attach any documentation you believe supports your complaint. This is your only opportunity to offer your explanation or supply supporting documentation.

**IMPORTANT:** To obtain the desired outcome of this complaint, you must show that the technical qualification decision violated Article 11, Section 5, of the Michigan Constitution; violated a Civil Service rule or regulation; or was arbitrary and capricious.

If you plan to have a representative in this complaint, contact your representative to discuss the reasons for your complaint and to obtain assistance in completing this form.

In order to complete this section, you should obtain and review copies of the following documents, which are available from your personnel office, the Department of Civil Service, or our Civil Service Web site, at <http://www.michigan.gov/mdcs>:

- a. Civil Service Regulation 8.02, covering the technical complaint process.
  - b. The relevant Civil Service rules, regulations, and procedures.
  - c. Classification specifications for the classification for which you wish to qualify (reference the education, experience, and other requirements).
4. **Part D** — Complete this section indicating what specific action you seek to resolve the complaint. The desired outcome must be within the Technical Review Officer's scope of authority to grant.
  5. **Part E** — Sign and date the completed form. If you have a representative, include that individual's name, mailing address, and e-mail address.
  6. **Make a copy of the form.** Retain a copy of the form for your records. Return the original form to the address indicated at the top of the form.

Upon receipt of the completed complaint, the Technical Review Officer will conduct a review. The review will usually include a staff report. The Technical Review Officer will issue a technical review decision, usually within thirty weekdays of receipt of the staff report. A large volume of complaints could delay the response time.